

**OFFICE OF THE COMMISSIONER OF INSURANCE  
STATE OF LOUISIANA**

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**PRODUCER/ADJUSTER STATE-TO-STATE ADDRESS TRANSFER FORM**

This form can be faxed if no fee is required

LICENSE INFORMATION			
Name		Louisiana License Number	
Business Phone Number (       )	Resident Phone Number (       )	Business Fax Number (       )	
Email Address		Web Site Address	
ADJUSTERS ONLY – Designate Louisiana as “Home State”? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicable only if resident state does not require adjuster license)			

MAILING ADDRESS (All correspondence from the LDI will be sent to this address.)					
Old Street Address or PO Box			New Street Address or PO Box		
City	State	Zip	City	State	Zip

BUSINESS ADDRESS					
Old Street Address			New Street Address		
City	State	Zip	City	State	Zip

RESIDENT ADDRESS					
Old Street Address			New Street Address		
City	State	Zip	City	State	Zip

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

## Transferring States - Producers and Adjusters

There are 8 possible situations where licenses move from one state to another state. Examples are listed below. In all cases, license status in former or new home state as applicable will be verified on the national Producer License Database (PDB). If license status cannot be verified on the PDB, the license will be requested to provide a Letter of Certification or Clearance. Instructions apply to producers and adjusters unless otherwise noted.

(1) An individual moving to Louisiana who does not hold a license in another state must meet all of the requirements applicable to a first-time resident license applicant.

(2) A licensee who is licensed as a nonresident in Louisiana moving from one nonresident state to another nonresident state (ie: Arizona to Texas) must submit a State-to-State Transfer Form within 30 days of the change of legal residence. If these requirements are not met within 30 days, the licensee will be required to submit a first-time application and appropriate fees.

*Adjusters* must also return current license card and include a \$15 fee for issuance of a new license card.

(3) An individual who is licensed as a resident of LA and moves to another state must provide our office with a State-to-State Transfer Form and must return the resident license card. (This will make them a nonresident in Louisiana.) If these requirements are not met within 30 days of the change of legal residence, the licensee will be required to submit a first-time application and applicable fees to become re-licensed as a nonresident. If the license is expired then a reinstatement application and appropriate fees are required.

Resident *adjusters* who are moving to another state that does not require adjuster licensing may choose to continue to designate Louisiana as the home state for licensing purposes. Return current license card and include a \$15 fee for issuance of a new license card.

(4) An individual that is not licensed in Louisiana that moves to Louisiana from a state where they held a license shall provide within 90 days of the date they established legal residency a first-time application and applicable license fees. The individual is subject to fingerprinting requirements but exempt from any exam and precensing requirements. If the requirement is not met within the allotted time frame, the individual will be required to comply with all first-time resident license requirements.

(5) An individual that is licensed as a nonresident of Louisiana who changes to a resident of Louisiana must submit within 90 days of the date they established legal residency a first-time application and applicable first-time license fees. (They are exempt from exam and precensing). If the requirement is not met within the allotted timeframe, the Producer will be required to take precensing and pass the insurance licensing exam. *It does not matter if the license is current or expired.*

(6) An individual moving to Louisiana who previously held a resident license in Louisiana but never became a licensed as a nonresident of Louisiana and is within the reinstatement period must submit a reinstatement form and applicable fees.

(7) A licensee that was licensed as a resident of Louisiana, changed to a nonresident of Louisiana, then moves back to become a resident of Louisiana again will need a State to State Transfer Form and \$15.00 for a new license card *if* the license is current. If the license is expired then a reinstatement application and applicable fees are required.

(8) Nonresident adjusters who wish to designate Louisiana as the "home state" for license reciprocity purposes will need a State to State Transfer form and \$15 for a new license card.